

**ENGINEERING PLAN CHECK
General Scope of Work
“ON-CALL” Engineering Services**

I. OBJECTIVE

To provide on call, timely, professional plan checking services on project-by-project basis as deemed necessary by RDMD/PDS/Building and Safety Management (COUNTY) in the various areas outlined below by a Professional Engineering Services Consultant (PES).

II. SCOPE

- A. The use of contracted service shall be on projects selected by COUNTY, wherein COUNTY shall determine that this service is needed due to workload peaks or temporary staff shortages. This service shall include reviewing, providing corrective comments, and recommending for approval of the selected plans/reports..
- B. All Plan Check services shall be conducted in accordance with all accepted engineering and industry professional practices and shall comply with the applicable regulations including but not limited to: the latest approved (adopted by the OC Board of Supervisors) edition of the California Uniform Building Code, California Code of Regulations Title 24, Health and safety Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, RDMD Standard Plans, the Standard Specifications for Public Works Construction (Green Book), the OC Subdivision Code/Manual, the OC Zoning and Grading Codes, the OC General and Specific Plans, all applicable Conditions of Approval, the OC Hydrology Manual, the OC Local Drainage Manual, the OC Highway Design Manual, the OC Code and Subdivision Map Act, Clean Water Act, CEQA as well as any other applicable laws and regulations.
- C. At each service request, for each specific project, COUNTY shall specify that PES shall furnish one or more of the following types of services:
 - a.
 - i. Structural Building Plan Check Service Only, which shall include a check of architectural and structural drawings and shall not include a check of plumbing, mechanical or electrical drawings.
 - ii. Complete Building Plan Check Service, which shall include a check of architectural, structural, plumbing, mechanical and electrical drawings.
 - iii. Partial Building Plan Check Service, which shall include a check of architectural, structural, plumbing, mechanical or electrical drawings or any combination thereof.

- iv. Street Improvements Plan Check Service associated with any given subdivision, which shall include reviewing, providing comments and recommending for approval of the selected projects.
 - v. Drainage and Flood Control Improvement Plan Check Service associated with any given subdivision or grading permit, which shall include reviewing, providing comments and recommending for approval of the selected projects.
 - vi. Landscape Improvement Plan Check Service associated with any given subdivision or grading permit, which shall include reviewing, providing comments and recommending for approval of the selected projects.
 - vii. Preliminary and Precise Grading Plan Check Service, which shall include reviewing, providing comments and recommending for approval of the selected projects.
 - viii. Geotechnical Report review, associated with grading permits and special projects,
 - ix. Grading Plan review, including onsite drainage and all offsite improvements.
- b. Plans submitted by COUNTY to PES for Structural Plan Check Service shall be checked for compliance with the following regulations:
- i. The Uniform Building Code as amended and adopted by the Board of Supervisors of the County of Orange.
 - ii. The Energy Efficiency Standards, as codified and published in the California Code of Regulations, Title 24.
 - iii. The Noise Insulation Standard, as codified and published in the California Building Code: and/or, the noise attenuation requirements imposed as a condition of approval of a specific project.
 - iv. Those regulations for the accommodation of the disabled, as codified and published in the California Building Code.
 - v. Applicable regulations in the California Building Code enforced by local building department.
 - vi. Applicable regulations, for which administration is the responsibility of the Building Official, by mandate of various California Codes such as Government Code, Health and Safety Code, Education Code, etc.

ATTACHMENT D

1-10-06

- c. Plans submitted by COUNTY to PES for Complete Plan Check Services shall be checked for compliance with the regulations identified in items C- i, ii, iii; iv, v and vi, preceding, plus the following additional regulations:
 - i. Plumbing Drawings
 - 1. The Uniform Plumbing Code, as amended and adopted by the Board of Supervisors of the County of Orange.
 - 2. Applicable regulations in the California Plumbing Code enforced by local building department.
 - ii. Mechanical Drawings
 - 1. The Uniform Mechanical Code, as amended and adopted by the Board of Supervisors of the County of Orange.
 - 2. Applicable regulations in the California Mechanical Code enforced by local building department.
 - iii. Electrical Drawings
 - 1. The National Electric Code, as amended and adopted by the Board of Supervisors of the County of Orange.
 - 2. Applicable regulations in the California Electrical Code enforced by local building department.
- d. All Plans and Reports submitted by COUNTY to PES for Full or Partial Plan Check Services shall be checked for compliance with the applicable regulations identified in sections A & B herein.
- e. Plans submitted by COUNTY to PES for Street Improvements Plan Check Services shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 1.
- f. Plans and reports submitted by COUNTY to PES for Drainage and Flood Control Improvements Check Services shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 2.
- g. Plans submitted by COUNTY to PES for Landscape Improvements Plan Check Services shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 3.

ATTACHMENT D

1-10-06

- h. Plans submitted by COUNTY to PES Preliminary and/or Precise Grading Plan Check Services shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 4.
- i. Geotechnical Reports submitted by COUNTY to PES Preliminary and/or Precise Grading Plan Check Services shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 5.
- j. Traffic Plans and Reports submitted by COUNTY to PES shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 6.
- k. Plans submitted by COUNTY to PES for Subdivision Plan Check Services shall be checked for compliance with the applicable regulations outlined above and using the checklist attached as Exhibit 7.

III. PES's RESPONSIBILITY

- A. PES shall provide all of the management, personnel, space, equipment and materials requisite to the provision of service.
- B. All Plan Check work shall be performed by civil engineers registered by the State of California to practice civil engineering or properly licensed personnel qualified to perform the specific type of plan check as required by the State of California.
- C. PES shall furnish the transport, requisite to the performance of service, of all documents to be picked up or delivered to COUNTY, and all documents for which transport originates in the office of PES, and/or, in offices of PES's associations. Transport shall be expedited by one of the following methods:
 - 1. Prompt hand-carry by staff of PES or PES's associates.
 - 2. Express Service of a common carrier.
- D. Prior to the commencement of service, on each specific project, PES shall review the compensation to be provided to PES as calculated by COUNTY. Service shall not proceed until PES and COUNTY concur upon the amount of the compensation. Concurrence may be reached via phone conversation, which shall be followed by written verification.
- E. PES shall interface directly with the plan check or permit applicant, or with the applicant's agent(s), on each project for which service shall be performed, when contact with the applicant, or with the agent(s) is requisite to the performance of service.

ATTACHMENT D

1-10-06

- F. PES shall compute the plan check fees, and the permit fees, (due COUNTY by the applicant) for plumbing, mechanical and electrical work, and for each project for which plumbing, mechanical and/or electrical plan check service shall be performed.
- G. PES shall furnish certification of approval of the drawings and of related documents, for each project for which service shall be performed. Certification shall be by dated signature, of the drawings and documents, by PES. The signature shall appear under the following items of text:
 - 1. Quoted Statement

“These documents have been checked, and rechecked, as necessary. They demonstrate compliance with the following building regulations.”
 - 2. A list of the appropriate regulations as they are delineated in the “SCOPE.”
- H. Warranty
 - 1. PES shall warrant to perform the service in accordance with the standards of care and diligence normally practiced by recognized engineering firms in the performance of service of a similar nature.
 - 2. PES shall correct error(s) in service, with no expense to COUNTY, when COUNTY shall show that the error(s) is due to failure of PES to meet the standards warranted in Paragraph 1, preceding.
 - 3. PES shall not be responsible for error(s) in service, when PES shall show that the error(s) is due to the incompleteness, or the inaccuracy, of the information furnished to PES by COUNTY.
- I. PES shall have all necessary professional liability insurance as required by COUNTY.

IV. THE COUNTY’S RESPONSIBILITY

COUNTY shall furnish PES with complete and accurate information requisite to the furnishing of service, which shall include (but shall not be limited to), the following items:

- 1. One copy each of local amendments to applicable regulations.
- 2. Appropriate forms, including those which shall be used in the computation of fees per Paragraph III.G., preceding.
- 3. For each specific project, a written assessment of the cost of service, computed and submitted in accordance with Paragraphs A., B., and C. listed under Item VI. PAYMENT FOR SERVICE.

V. PERIOD OF PERFORMANCE

- A. PES shall complete the initial plan check work, of drawings and of related documents, within 7 (seven) working days from the date drawings and documents arrive in PES's office. An exception shall be that, for projects of major size and/or complexity, the period of performance shall be determined by negotiation between COUNTY and PES.
- B. When plan corrections shall be required, a written plan correction list shall be provided to the applicant, or the applicant's agent(s), and COUNTY within the 24-hour period immediately subsequent to completion of the initial plan check work.
- C. PES shall complete the second plan check work, of drawings and of related documents, which shall be submitted (in response to correction lists) by the applicant, or by the applicant's agent(s), within 5 (five) working days from the date the drawings and documents arrive in PES's offices.
- D. PES shall complete any subsequent rechecks, of drawings and of related documents, which shall be submitted (in response to correction lists) by the applicant, or by the applicant's agent(s), within 3 (three) working days from the date the drawings and documents arrive in PES's offices.

VI. PAYMENT FOR SERVICE

- A. Compensation for service provided by PES shall be based on an hourly rate of \$120 and the actual amount of plan check time to be billed to the COUNTY.
- B. Prior to the commencement of service on each specific project, COUNTY and PES shall estimate and agree on the approximate time needed to perform the necessary plan check. Actual compensation to be provided to PES will be calculated by COUNTY upon completion of plan check and submittal by PES of total time spent. The concurrence may be reached by phone but shall be substantiated in writing, prior to the submittal of an invoice for the service to COUNTY by PES.
- C. Payment by COUNTY to PES shall be made upon submittal of a daily invoice describing project name and permit number, hours spent and name of plan checker involved, to COUNTY by PES, subject to the following procedure:
 - 1. Verification and approval by COUNTY.
 - 2. Routing processing requirements of COUNTY.

VI. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS

The submittal requirements are outlined in the RFQ for the on-call engineering service that is a companion document to this. Please note that the information contained within the SOQ shall be submitted in the order and to the format as described within the RFQ.

ATTACHMENT D

1-10-06

All STATEMENT OF QUALIFICATIONS for **ENGINEERING PLAN CHECK** are due by **4:00 p.m. (Local Time) on (February 14, 2006)**, and shall be mailed or hand delivered to:

Harry Persaud, AICP, PMP
Manager, Subdivision & Infrastructure Services
Resources & Development Management Department
300 N. Flower Street, 1st Floor
Santa Ana, CA 92702
Phone: 714-834-5282